

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #1

Topic	Date Completed & Preceptors Initials	Comments	ALF	SNF
I. Introduction				
A. Orientation				
B. Tour of Facility & Introduction to Staff				
C. Review organizational chart & description of various departments				
D. Governing body, Board of Directors, facility management, facility ownership				
E. Overview of expectations & general duties of A-I-T during training period				
II. Admission Procedures				
A. Admission policies in an assisted living facility				
B. Admission policies in a skilled facility				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #2

C. Admission papers, forms, applications, and processing procedures				
D. Hospital relationship and referrals				
E. Transfer agreements with hospitals				
F. Federal and State regulations and policies governing placement in an assisted living facility				
G. Federal and State regulations and policies governing placement in a skilled facility				
H. Resident payor sources & issues to be considered at time of admission, i.e.; Medicare, Medicaid, Veterans' Administration, managed care, etc.				
I. Review residents' contracts				
J. Financial arrangements				
K. Facility policies governing resident placement in an assisted living facility				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #3

L. Facility policies governing resident placement in an intermediate or skilled facility				
M. Advance directives				
N. Review Medicare/Medicaid for L.T.C.F September 26, 1999, Section 482.12, Admissions, Transfer, and Discharge Rights				
O. Review (M/M) for L.T.C.F Section 483.20, Resident Assessment				
III. Medical Records Requirements				
A. Development of resident medical record				
B. Business Office Information				
C. Charting Requirements & Procedures for an assisted living facility				
D. Charting Requirements & Procedures for a skilled facility				
E. Emergency Resident Information				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #4

F. Federal and State requirements for storing records				
G. Course available in Medical Terminology, if needed				
IV. Resident Rights				
A. Review resident's rights				
B. Review M/M Requirements for L.T.C.F., Section 483.10, Resident Rights				
C. Function and responsibilities of the state Ombudsman's office				
D. Resident Council meetings				
V. Administration				
A. Financial/Business				
1. Roles of financial officers				
2. Facility expense control measures				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #5

3. Facility bookkeeping, checks & balance system				
4. Third party payors/responsible parties in assisted living nursing facility				
5. Third party payors/responsible parties in a skilled living facility				
6. Budgeting				
7. Financial statements				
8. Required authorization for capital expenditures				
9. Cash management				
10. Payroll				
11. Inventory				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #6

12. Accounts receivable/accounts payable				
13. Review M/M for L.T.C.F. Section 483.75, Administration				
14. Regulatory Compliance in an assisted living facility				
15. Regulatory Compliance in an skilled facility				
16. Comprehensive health planning functions (including federal and state)				
B. Risk Management				
1. Policies and procedures				
2. Insurance-property, casualty, automobile liability, Worker's Compensation, Directors and Officers Liability Insurance				
3. Incident Reports – policy and procedures				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #7

C. Personnel				
1. Personnel policies and procedures				
2. Personnel files				
3. Employees licensure requirements				
4. Employee training program and staff development				
5. Forecasting staff needs in an assisted living facility				
6. Forecasting staff needs in an skilled facility				
7. Retention of work force				
8. Americans with Disabilities Act				
9. EEOC regulations				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #8

10. Labor Laws				
11. Staff Continuing Education Requirements				
12. Job descriptions & job classifications in an assisted living facility				
13. Job descriptions & job classifications in a skilled facility				
14. Wages				
15. Pre-employment testing				
16. Background/ reference evaluations				
17. Drug Free Work Place				
18. Worker's Compensation				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #9

19. Employee Benefits				
20. Federal, state, local personnel regulations				
21. Employee payroll tax information				
22. Monthly Inservices				
23. Evaluations				
24. Progressive discipline and termination				
D. Marketing and Public Relations				
1. Facility Case Mix in an assisted living facility				
2. Facility Case Mix in a skilled facility				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #10

3. Patient origin data				
4. Tours				
5. Marketing in a skilled facility				
6. Marketing in an assisted living facility				
7. Facility publications				
8. Census				
9. Developing a marketing strategy and plan for an assisted living facility				
10. Developing a marketing strategy and plan for a skilled facility				
11. Facility Public Relations				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #11

12. Facility Community Involvement				
VI. Food Service				
A. Dietician/ consultant services				
B. Proper food ordering				
C. Proper temperatures				
D. Menu cycle review and planning				
E. Food preparation				
F. Food storage				
G. Mechanically altered diet				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #12

H. Sanitation and Safety				
I. Federal, state, local guidelines and regulations regarding food handling and service				
J. Resident satisfaction				
K. Therapeutic diets				
L. M/M requirements for ITC Facilities, 483.35, Dietary Services				
VII. Nursing				
A. General Nursing Services				
B. Staffing needs in an assisted living facility				
C. Patient Assessment and care planning for an assisted living facility				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #13

D. Staffing needs in a skilled facility				
E. Patient Assessment and care planning for a skilled facility				
F. Supervision of resident nutrition				
G. Utilization Review Committee				
H. Administration and supervision of medications				
I. Storage of medications (controlled substances)				
J. Review M/M requirements for L.T.C.F: 483.25-Quality of Care-Nursing				
K. Review Infection control policy and procedures/Universal Precautions				
L. Laboratory and X-Ray procedures and reports				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #14

M. State of Delaware resident care rules and regulations concerning assisted living residents				
N. State of Delaware resident care rules and regulations for skilled residents				
O. Quality assurance				
P. Mock Surveys				
Q. Nursing Rounds				
R. Use of restraints				
S. Resident abuse				
T. Employee First Aid and CPR Training				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #15

<p>U. Review special care services provided to residents in skilled facility for:</p> <p>Intravenous therapy, IV nutritional feedings and or blood transfusions</p> <p>Respiratory treatment including use of respirators, ventilators, oxygen, IPPB or other inhalation therapy</p> <p>Tracheotomy care including colostomy, ileostomy or uretostomy</p> <p>Suctioning treatment</p> <p>Assisted devices with eating</p> <p>Pressure sores stage 2 or higher</p> <p>Use of indwelling or external catheter</p> <p>Management of resident's urinary or bowel incontinence</p> <p>Expose Control Plan</p> <p>Reporting of medication errors</p>				
<p>VIII. Housekeeping/Maintenance/Janitorial Housekeeping and Laundry</p>				
<p>A. Department responsibilities</p>				
<p>B. Resident Laundry</p>				
<p>C. Sanitation regulations and concerns</p>				
<p>D. OSHA requirements</p>				
<p>E. Infectious waste and materials handling and disposal</p>				
<p>F. Federal, state, local regulations regarding department matters</p>				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #16

Maintenance				
A. Department responsibilities				
B. Pest Control				
C. ANSI/Fire Safety				
D. OSHA requirements				
E. Hazardous materials management and storage				
F. HVAC/ boiler				
G. Hot Water				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #17

H. Emergency and Security System: Fire Pump Sprinkler System Fire Alarm System Emergency Generator Elevators Electrical Trash Removal Maintenance Contractors (Electricians, Plumbers, Roofers)				
I. Review of M/M for L.T.C.F. Section 483.15h, Environment				
J. Federal, state, local regulations				
IX. Medical and Allied Health				
A. Medical Director's responsibilities in an assisted living facility				
B. Medical Director's responsibilities in a skilled facility				
C. Attending Physicians in an assisted living facility				
D. Attending Physicians in a skilled facility				
E. Dental Services				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #18

F. Contract/In-House pharmacy services				
G. Review of M/M for L.T.C.F. Sections: 483.40 Physician Services 483.55 Dental Services 483.60 Pharmacy Services				
H. Vision and hearing services				
I. Allied health providers				
X. Recreation				
A. Recreation Therapist/Activity Director responsibilities				
B. Resident Care activity department responsibilities				
C. Activity programming as a function of a specific disease process				
D. Volunteers				
E. Resident Information				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #19

F. Resident/community interaction				
G. Review M/M for L.T.C.F. Section 483.15f, Quality of Life				
XI. Rehabilitation Services				
A. Knowledge of Physical therapy Services such as: ROM, strength, balance activities of daily living Therapeutic exercise Gait evaluation Ultrasound Occupational therapy Speech therapy Outside resources and contracts Authorization of services Rehabilitation services delivery Services covered by third party payors including Medicare Part B Review M/M for L.T.C.F. Section 483.45, Specialized Rehabilitative Services				
XII. Social Services				
A. Social Services Department responsibilities				
B. Medicare/Medicaid qualifications for social worker position				
C. Discharge planning in an assisted living facility				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #20

D. Discharge planning in a skilled facility				
E. Documentation				
F. Resident care responsibilities				
G. Interaction with residents' family members				
H. Support groups				
I. Review M/M for L.T.C.F. Section 483.15g, Quality of Life, Social Services				
XIII. Disaster/Emergency Management				
A. Emergency Evacuation Plan and Procedures				
B. Emergency policies and procedures				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #21

C. Fire Drills (audible/silent)				
XIV. Medicare/Medicaid				
A. Rules and Regulations				
1. Reimbursement System				
2. Primary Care (8 level system)				
3. Support Cost				
4. Administration Cost				
5. Secondary Cost				
6. Capital Cost				
7. Eligibility Processing				

DELAWARE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
AIT APPROVED PROGRESS REPORT FORM

Page #22

8. TADS/Collection				
9. Forms, reports, paperwork				
10. Audits				
11. MDS forms				